**JOB APPLICATION FOR PERSONAL ASSISTANT/CARER**

NAME (full name as it is on your passport) –

TITLE ( ie. Mr, Mrs, Ms)

ADDRESS –

TELEPHONE NUMBER –

DATE OF BIRTH –

EMAIL –

NATIONAL INSURANCE NUMBER –

ARE YOU APPLYING FOR days. evenings or night shift?

ARE THERE ANY DAYS/NIGHTS OF THE WEEK THAT YOU CANNOT WORK

HAVE YOU DONE ANY WORK IN THE CARE SECTOR/COMMUNITY BEFORE?

CURRENT JOB( Name of Company and start date)

HOW MUCH NOTICE DO YOU HAVE TO GIVE YOUR CURRENT EMPLOYER?

PREVIOUS JOB HISTORY (Please indicate dates employed and why you left each position) –

DO YOU HAVE AN ENHANCED DISCLOSURE SCOTLAND/PVG? –

ANY POLICE CONVICTIONS? -

HOW LONG HAVE YOU HELD A UK DRIVING LICENCE?

DO YOU HAVE ANY POINTS ON YOUR LICENCE?

DO YOU HAVE YOUR OWN CAR/USE OF A CAR? –

WHAT HAS MADE YOU APPLY FOR THIS POSITION ?

HOW WOULD YOUR FRIENDS/COLLEAGUES DESCRIBE YOU ? –

DO YOU HAVE ANY HOLIDAYS BOOKED (please give dates) –

IF YOUR APPLICATION IS SUCCESSFUL, HOW SOON COULD YOU START?

SIGNATURE (leave blank if emailing back) –

DATE –